OFFICE AUTOMATION (THEORY) (CREDITS: 4)

Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 4
Pass Percentage: 40%

Section A

Unit I: Word Processing Package: Opening, saving and closing an existing document; renaming and deleting files. *Using styles and templates:* Introduction to templates and styles; applying, modifying, Using a template to create a document, creating a template, editing a template, organizing templates, examples of style use, changing document views

Unit II: Working with text: select, cut, copy, paste, find and replace, inserting special characters, setting tab stops and indents. *Formatting:* Formatting text, formatting paragraphs. Bullets and Numbering, Spell Check, Auto Correct, Auto Text, *Formatting pages:* Using layout methods, creating headers and footers, Numbering pages, Changing page margins, Adding comments to a document, Tabs.

Unit III: Creating a table of contents, Creating indexes and bibliographies, Printing a document, Tracking changes to a document. Formatting Text: Using RIGHT, LEFT, and MID functions; format text by usingUPPER, LOWER, and PROPER functions.

Unit IV: format text by using the CONCATENATE function, generating inference from Data: Pivot Table, Creating Charts, Data Cleaning: Removing duplicate values, Text to Columns,Converting a word document into various formats.

Section B

Unit V: Electronics Spreadsheets: Excel: Starting Excel, Excel Application Window, Components of Excel window, Anatomy of Excel Worksheet, Excel features, Undo and Redo, Printing, MS Excel Help,

Unit VI: Working with Workbook and Worksheet: Workbook: Creating Workbook, Opening and Exiting Workbook, Saving Copy, Closing Workbook. *Worksheet or Spreadsheet:* Inserting Worksheet, Deleting Worksheet, Renaming Worksheet, Cell, Cell Range, Manipulating Cell Contents, *Reference:* Absolute Reference, Relative Reference, Mixed Reference, Create and use basic formulas and functions. Different statistical function, Hide or unhide worksheets, Hide or unhide columns and rows

Unit VII: Graphs & Charts: Pie chart, Series chart. Line and area chart, Column chart, Bar chart variation. Apply chart layout, Add label, Change the style of chart, financial data visualization using graph and charts. *Pivot Table:* Functions performed on Pivot Table, Creation of Pivot table, Pivot chart, Creation of Pivot chart, Pivot chart Vs table, and Pivot tool.

Unit VIII: PowerPoint: Introduction, Structure of the Presentation, Creating and opening presentation, closing presentation, saving presentation, Exporting presentation, sharing presentation. Inserting new slide, adding, copying and deleting slides, Customizing slides, Text in slides, Applying themes, Adding tables and charts in the presentation, Adding pictures, audio and video in the presentation, printing the presentation, play the presentation.